



American Embassy, Manama ✧ Human Resources Office

## **JOB VACANCY ANNOUNCEMENT PUBLIC AFFAIRS SPECIAL PROJECTS COORDINATOR**

**Announcement Number: 10-09 (bis)**

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**OPEN TO:** All interested U.S. Citizen Candidates Only

**POSITION:** **PUBLIC AFFAIRS SPECIAL PROJECTS COORDINATOR** (Position # 100228)

**OPENING DATE:** Tuesday, June 29, 2010

**CLOSING DATE:** Tuesday, July 13, 2010 **-or-** until filled

**WORK HOURS:** Part-time; 20 hours/week

**LENGTH OF HIRE:** This is a temporary position not to exceed beyond two years from the date of hire.

**SALARY:** – For persons Ordinarily Resident (OR\*) in Bahrain: BD 5.675 per hour (approx BD 500/month based on a 20-hour week) starting salary, including allowances (position grade FSN-08).  
Applicants ordinarily resident in Bahrain must possess Bahraini government work and/or residency permits to be eligible for consideration.  
– For EFM\*s\* and persons Not Ordinarily Resident (NOR\*) in Bahrain: Position grade FS-06; salary is in US Dollars based on the US pay plan. See the HR section for more details.  
*All FP position grades are determined by HR in Washington DC*

**BENEFITS:** Excellent working conditions; 5-day workweek; scheduled pay for performance increases; premier worldwide medical insurance coverage for employee and immediate family; 13 work days of annual leave per year (prorated for part-time); 20 holidays per year (American and Bahraini); optional retirement plan; ample opportunity for on-line/classroom training and personal development; sponsorship for employee and immediate family.

The American Embassy in Manama is seeking candidates for employment as a Public Affairs Special Project Coordinator in the Public Affairs Office (PAO).

### **BASIC FUNCTION OF THE POSITION**

The Special Projects Coordinator exercises primary responsibility for organizing and implementing advising sessions and related activities on educational opportunities in the United States, working in collaboration with the Educational Advisor. The incumbent will also oversee public outreach activities to increase the awareness throughout Bahrain of products produced by the Bureau of International Information Programs (IIP), academic exchange programs, and information on study in the U.S. S/he will provide administrative assistance for other post-generated programs and Mission activities.

A copy of the complete position description listing all duties and responsibilities is available from the Embassy's Human Resources Office, extension x2937.

### **QUALIFICATIONS REQUIRED**

**Note: Items 1-5 are ALL REQUIRED. All applicants must address each selection criterion detailed with specific and comprehensive information supporting each item.**

- 1. Education:** A university degree from the United States is required.
- 2. Experience:** At least one year of relevant, full-time experience in an office environment is required
- 3. Language:** Level 3 (proficient) spoken/written English is required.

**4. Knowledge:** Knowledge of U.S. secondary and tertiary educational institutions and education-related information resources is required. Ability to interact professionally and effectively with individuals of all ages from diverse backgrounds and cultures is required. Knowledge of general office management and practices is required. Ability to prioritize and organize tasks to accomplish workload is required. Organizational knowledge sufficient to understand Mission sections and functions is required.

**5. Abilities & Skills:** Good written and oral communication skills are required. Must be a motivated self-starter. Ability to organize and administer programs requiring direct interaction with students, officials, business leaders, and others is required. Strong interpersonal skills to develop cooperative working relationships with others are required. Ability to use a variety of computer software systems and online applications is required (this will be tested).

### **SELECTION PROCESS**

When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications above in the application. A USEFM does not have to be residing in Bahrain to be considered, but the sponsoring officer must be officially assigned to post.

### **ADDITIONAL SELECTION CRITERIA**

1. Applicants must be U.S. citizens.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Current Ordinarily Resident employees with an Overall Summary Rating of “needs improvement” or “unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.
5. Currently employed U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. Current “not ordinarily resident employees” hired under a Personal Services Agreement are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
7. The candidate must be able to obtain and hold a non-sensitive (SF-85) security clearance.

### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Applicants who claim EFM or MOH status must include in the cover letter accompanying their application that they are claiming EFM/MOH status, their present nationality, and name and employing section/agency of their sponsoring family member.
2. Optional Application for Federal Employment (OF-612); **or**
3. A current resume or *curriculum vitae* that provides the same information as an OF-612; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above;
6. List any family members who are currently employed at the Embassy. Any omission in this area, either intentional or accidental, may be grounds for dismissal.

### **SUBMIT APPLICATION TO**

Human Resources Office

Attention: Vacancy Announcement # 10-09 (bis)

U.S. Embassy Manama-Bahrain/P.O. Box 26431/Bahrain

Telephone: 17-242-700 /Fax: 17-242-807

E-mail: [ManamaHRO@state.gov](mailto:ManamaHRO@state.gov)

### **\* DEFINITIONS**

**Ordinarily Resident (OR):** A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,

- Is subject to host country employment and tax laws.

*All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).*

**Not Ordinarily Resident (NOR):** An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

*NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).*

**U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan, and either: (1) resides at the sponsoring employee's or uniformed service member's post of assignment abroad; or (2) resides at an Involuntary Separate Maintenance Allowance location authorized under 3 FAM 3232.2.

**Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.
- A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

**CLOSING DATE FOR THIS POSITION IS TUESDAY, JULY 13, 2010 –or– until filled**

**The American Embassy in Manama, Bahrain provides equal opportunity and fair and equitable treatment in employment to all people without regards to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal opportunity in all personnel operations through continuing diversity enhancement programs.**

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Approved: A/MGT: AAitken; Cleared: RHRO: JDavies; FMO: MCurtis; PAO: RGraaf